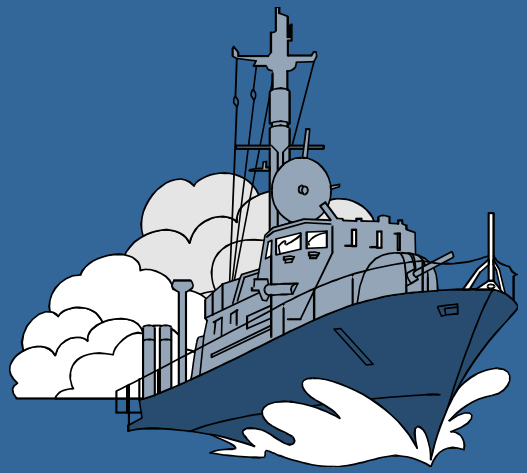
OFFICER'S ORDERS PROCESS

LESSON TOPIC 6.7



TERMINAL OBJECTIVE

Upon completion of this unit of instruction, students will perform the duties of a naval officer by understanding the contents contained in the Naval Military Personnel Manual.

Enabling Objectives

- 6.34 Identify the individuals involved in the officer order process, their location, and their roles in that process

QUESTION & ANSWER POLICY

Major Teaching Points

- Permanent Change of Station (PCS) Orders
- Officer Preference and Personal Information Card

Reference

- Naval Military Personnel Manual (MILPERSMAN)

PERMANENT CHANGE OF STATION (PCS) ORDERS

- **Issued by Naval Personnel Command**
  - **Your orders assign you to a specific unit or paid billet.**
  - **Command Billet Training Document (RBTP): You are assigned to a specific Billet Sequence Code (BSC) which essentially states that you will fill a specific position.**

DETAILER

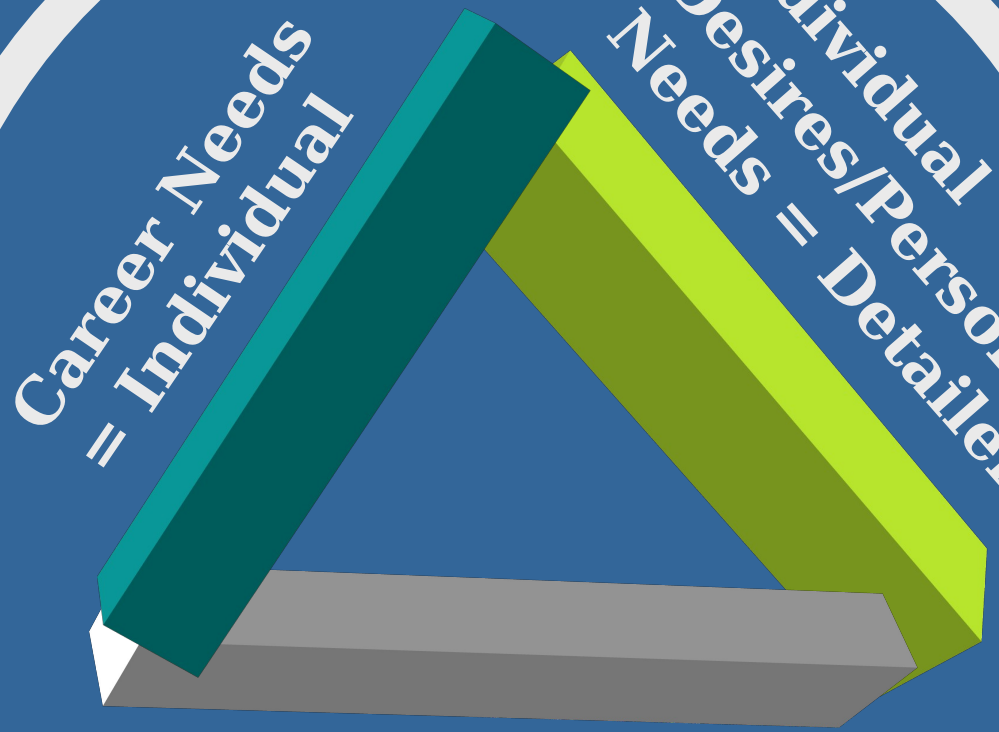
- Represents the member’s personal desires balanced against his/her career needs
- Career potential
- Qualifications needed, such as warfare
- Whom you’ll negotiate for orders with
- Projected Rotation Date
- Usually an officer from their own community

Communicating with your detailer

- There are six basic ways of getting in touch and being heard:
  - Personal visit, i.e., Face-to-face
  - Telephone
  - Written correspondence (Official/Unofficial)
  - Detailer Visit
  - E-mail

PLACEMENT OFFICER

- Represents the needs of the Navy and the command
- Has more authority in the order writing process
- Tracks all of the jobs / billets for your designator
- Gaining and loss placement officer, tracks statistical data



Needs of the Navy = Placement Officer

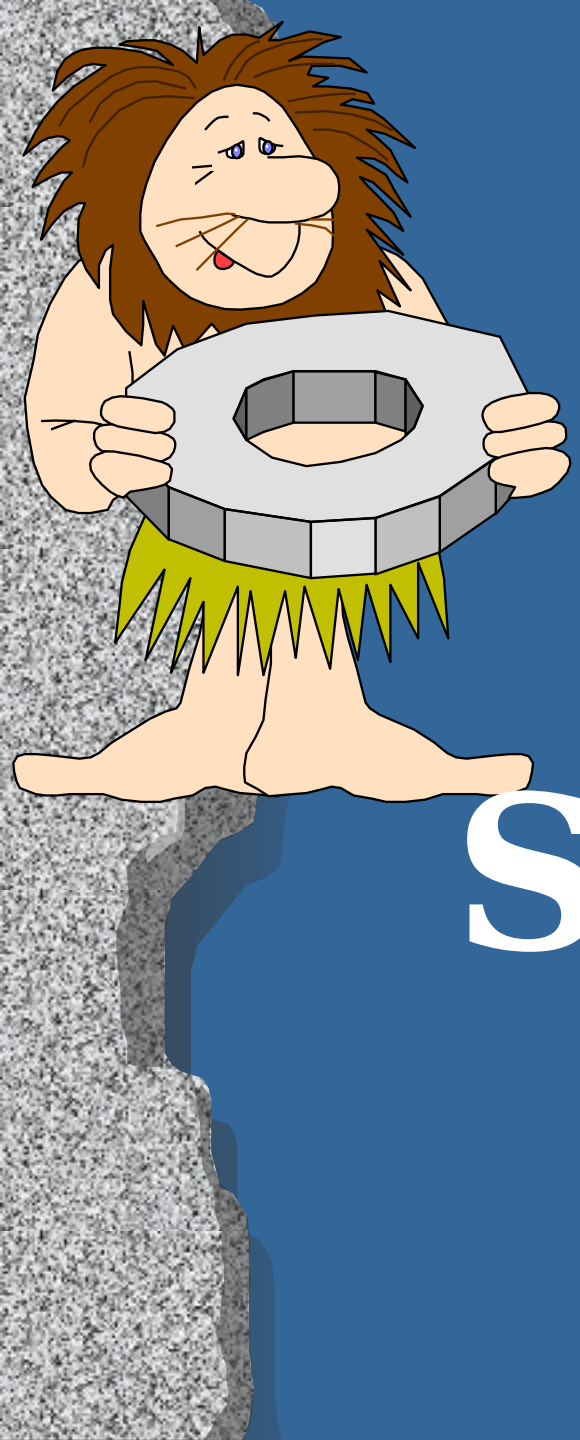
Officer Preference & Personal Information

- "Dream Sheet" - another name for the card.
  - Used to request a specific assignment.
- Billet availability - sources of available billets include:
  - Senior officers in your command.
  - The detailer.
  - The Naval newsletter ”Link/Perspective."
  - Biennial Officer Billet Summary

Officer Preference and Personal Information Card

FIGURES 6.7-1A/B

- Front Side
  - General Information that the detailer uses in writing your orders.
- Reverse Side
  - Privacy Act Information/Preparation instructions/location codes/signature/date.
- Update Requirements
  - Initial = 1 year prior to your PRD
  - Change in status



IN SUMMARY

Major Teaching Points

- Permanent Change of Station (PCS) Orders
- Officer Preference and Personal Information Card

Individuals involved in the detailing process

Any questions